

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DSS0577298

Date Posted: 12/17/12

POSITION NO: 936816

Closing Date: 12/31/12

CLASS CODE: 3632

POSITION TITLE: CHILD DEVELOPMENT AIDE

DEPARTMENT NAME: NDSS/FORT DEFIANCE CHILD CARE CENTERS - CHILD CARE DEVELOPMENT FUND PROGRAM

DEPARTMENT NO: 57 WORKSITE LOCATION: St. Michaels, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R55A

Days: Mon-Fri

Permanent: ☒

SALARY

Hours: 7:30AM - 5:30PM

Temporary: ☐

Duration: \$ 17,555.20 Per Annum

Part-Time: ☐

No. of Hrs/Wk: 40 \$ 8.44 Per Hour

DUTIES AND RESPONSIBILITIES:

Assists with attending to children's basic needs to simulate the children's physical, emotional, intellectual and social growth; assists with helping children explore their interests, develop their talents and independence, build self-confidence, language development and enabling them to learn how to behave with others; assists with supervising children in the classroom, cafeteria, playground and field trips; records grades, sets up equipment or assists in the preparation of materials for instruction. Tutors and assists children in learning instructional class materials; assists in recording and maintaining health and attendance records; performs routine clerical tasks including typing, filing and copying documents; inventories and stocks supplies; maintains and operates classroom equipment; assists with special projects and the preparation of exhibits; may instruct children, under the direction and guidance of the Child Development Worker.

Tutors and assists children in learning instructional class materials; assists in recording and maintaining health and attendance records; performs routine clerical tasks including typing, filing and copying documents; inventories and stocks supplies; maintains and operates classroom equipment; assists with special projects and the preparation of exhibits; may instruct children, under the direction and guidance of the Child Development Worker.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED; and

Experience:

One (1) year experience in a child care setting or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. Additional certifications may be required. Depending on the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both Navajo and English languages as a condition of employment. Additional certifications is required, based on the Navajo Nation. ***(To receive full credit for education/training, applicant must submit copies of college transcripts, certificates, diploma, etc).***

Special Knowledge, Skills and Abilities:

Knowledge of the following; principles and practices of early childhood development and care, applicable rules, regulations, policies and procedures related to child care, Navajo traditional cultures and beliefs, developmental growth of children and educational activities, and standard office practices, procedures, and equipment. Skills in the following, nurturing, motivating, teaching and guiding children, displaying mature, patient and promoting socialization, understanding behavior, coordinating activities for children such as music, art, drama, and storytelling, applying Navajo traditional cultures and beliefs to child care and developmental activities, maintaining, communicating, and filing accurate records related to childhood development.

License/Certification Requirements:

FPREFERRED, but not required: Must possess a background investigation and a physical examination, a food handler's Permit and a Cardiopulmonary Resuscitation (CPR) Certificate-both Infant and Adult, First Aide Certificate prior to appointment.

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 1-15-99